

Court Security Officer

Nature of Work

This is responsible work involving the supervision of criminal offenders and other individuals having business before the courts in Sevier County and assisting with the security of the offices located in the courthouse. The primary activities associated with the job include maintaining order and security during general sessions, civil, juvenile and criminal court proceedings and accompanying inmates to and from correctional facilities and the courtroom. Additional duties involve taking individuals into custody when necessary, diffusing any potentially dangerous or volatile situations between inmates, family members and witnesses and providing general assistance to the judge, family members and the public. Incumbents are subject to potentially life threatening situations involving criminal offenders, associates and family members. Job responsibilities require certification as bonded police officer, strong interpersonal, organizational and decision making skills and sufficient strength and agility to perform the physically demanding aspects of the job. Job performance is evaluated by the Judges having jurisdiction in Sevier County and the Court Security Sergeant through review of the control of courtroom proceedings, supervision of inmates while in custody, security of the court house and interactions with defendants, family members, witnesses and the public.

Illustrative Examples of Work

- Opens and closes the courtroom and maintains a constant presence during all court proceedings.
- Maintains appropriate order and decorum in the courtroom and provides security while court is in session.
- Arrests defendants in the courtroom and places them in custody.
- Provides written notices to defendants regarding future court dates.
- Provides instructions and information to individuals attending and/or participating in court proceedings.
- Conducts searches of criminal offenders to inspect for weapons, illegal drugs, etc.
- Transports criminal offenders to and from appearances in general sessions, criminal, juvenile and/or civil court.
- Intervenes in the event of disruptive and/or unruly behavior by defendants, associates and/or family members.
- Explains policies and procedures to individuals taken into custody and notifies them of their rights and responsibilities.
- Serves warrants and related court documents when not in court.
- Maintains courtroom supplies and transports documents to and from the jail and other correctional institutions.
- Completes forms and documentation required by federal and state laws and regulations, and departmental procedures.

- Performs various administrative tasks when required including answering the telephone, copying files, etc.
- Interacts with correctional officers, family members, guardians, counselors, and associates of individuals taken into custody or having business before the court.
- Provides general security for all offices located in the court house and responds to alarms and/or emergency situations.
- Performs related duties as required.

Necessary Requirements of Work

Graduation from an accredited high school supplemented with additional training in law enforcement; experience working in correctional facilities, law enforcement and/or security; ability to interact effectively and maintain control of defendants, family members, and the public; sufficient physical strength and agility to control defiant individuals; strong organizational skills; or any equivalent combination of education and experience to provide the following knowledge, abilities, and skills:

- Thorough knowledge of safety and security procedures utilized in courtroom proceedings.
- Thorough knowledge of the legal issues involved with providing courtroom security.
- Thorough knowledge of federal, state, and local laws, regulations and guidelines pertaining to the intake and custody of criminal offenders.
- Knowledge of general sessions, civil, juvenile and criminal court proceedings and protocols.
- Knowledge of standard documents utilized in courtroom proceedings.
- Knowledge of basic first aide, universal precautions for exposure to blood borne pathogens and CPR.
- Knowledge of radio communication procedures and protocols.
- Ability to operate commonly used office equipment including FAX machines, telephones, copiers, etc.
- Ability to remain attentive and aware of potentially dangerous situations during courtroom proceedings.
- Ability to communicate and interact effectively with correctional officers, family members and the public.
- Ability to react in an appropriate and timely manner to emergency situations.
- Ability to generate and maintain required documentation for detention facility intake and operations.
- Ability to perform the physically demanding aspects of the position and control defendants and/or family members when necessary.

Necessary Special Requirements

- Must maintain a current CPR (adult & infant) and First Aide Certification (Red Cross Preferred).
- Must attend courtroom security seminars and briefings.

- Must be a bonded law enforcement officer in the state of Tennessee.
- Possession of a valid Tennessee Drivers License with F endorsement and the ability to be insured at standard vehicle liability rates.
- Must be proficient in the use of small fire arms.

Sevier County Government

FLSA – Non-Exempt

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